



U.S. AIR FORCE

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## VACANCY ANNOUNCEMENT

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**Air Force Office of Special Investigations**  
**27130 Telegraph Road**  
**Quantico, VA 22134**

**JOB TITLE:** Criminal Investigator

**DEPARTMENT:** Department of the Air Force

**AGENCY:** Air Force Office of Special Investigations

**JOB ANNOUNCEMENT NUMBER:** 01-15-DEV-01

**SALARY RANGE:** \$39,282 - \$49,677 / Per Year

**OPEN PERIOD:** Monday, January 12, 2015 to Monday, January 19, 2015 (11:59 pm, Eastern Standard Time)

**SERIES & GRADE:** GL-1811-07

**POSITION INFORMATION:** Full Time – Excepted Service Permanent

**PROMOTION POTENTIAL:** GS-1811-13

**DUTY LOCATIONS:** Multiple Locations

**APPLICANT SUPPLY FILE:** This announcement will be utilized to fill Developmental Agent criminal investigator positions for a period of 18 months following the closing of the announcement.

**WHO MAY APPLY:** Qualified U.S. Citizens

**SECURITY CLEARANCE:** Top Secret / SCI Eligible

**SUPERVISORY STATUS:** No

**MOBILITY:** This position requires the employee to sign a mobility agreement as a condition of employment in accordance with Chapter 16 of AFMAN 36-606, Civilian Field Management and Development. Applicants must be willing to accept assignments anywhere in the U.S. and/or in overseas locations.

**EMERGENCY ESSENTIAL PERSONNEL / POSITIONS:** This vacancy announcement may be used to fill an Emergency Essential (EE) position. Incumbents of EE positions may be required to perform key duties and requirements during a crisis situation or wartime. This could entail a temporary or permanent relocation or deployment as well as the possibility of remaining

in an area when others have been evacuated. Incumbents must pledge their willingness to fulfill these additional responsibilities by signing an EE agreement.

Due to the mission essential nature of EE positions, concurrent membership in the military reserves could conflict with the performance of these duties. If you are selected for an EE position and are also an active reservist, you will be required to transfer to an inactive status or resign from the reserves prior to your appointment.

**LAW ENFORCEMENT RETIREMENT:** This position is a primary law enforcement officer (LEO) position. IAW DoDI 1400.25 Volume 336, “The maximum entry age (MEA) for covered primary law enforcement officer positions is 37. Persons not appointed by the last day of the month in which they become age 37 shall not be originally appointed or assigned to these positions.” The Agency may choose to waive MEA requirements based on compelling hardship, e.g., a shortage of qualified candidates; or may choose to waive MEA requirements for otherwise qualified applicants with veterans' preference or for those applicants with prior Federal civilian special LEO retirement-covered service.

#### **TRAVEL REQUIRED**

- Requires occasional travel away from the normal duty station
- May require travel via various military or commercial means
- May require international travel

#### **RELOCATION EXPENSES**

- Initial relocation expenses may or may not be authorized

#### **KEY REQUIREMENTS**

- **Selective Service:** All male applicants born after December 31, 1959 must have registered for the Selective Service.
- **Lautenberg Amendment:** This position requires the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (18 U.S.C. Section 922(g) ((9))).
- **Driver's License:** This position requires the incumbent employee to drive a motor vehicle. Incumbent must possess and maintain a valid state driver's license.
- **Direct Deposit:** All Federal employees are required to have their salary payments made by direct deposit to a financial institution of their choosing.

**FULL PERFORMANCE LEVEL:** Developmental civilian special agents (SAs) enter AFOSI at the GL-1811-07 level. Assuming they pass all training requirements, meet performance expectations, and upon recommendation from the supervisor, developmental SAs will spend 52 weeks each as GL-1811-07, GL-1811-09, and GS-1811-11. They will progress to the full performance level of GS-1811-13 after 104 weeks as a GS-12.

**JOB SUMMARY:** Incumbent will serve as a criminal investigator in a developmental capacity, performing assignments designed to further develop applicable criminal investigative analytical and evaluative skills and techniques. The position performs work involving planning, conducting, or managing investigations related to alleged or suspected criminal violations of

federal laws. The work involves recognizing, developing, and presenting evidence to reconstruct events, sequences, time elements, relationships, responsibilities, legal liabilities, and conflicts of interest; conducting investigations in a manner meeting legal and procedural requirements; and providing advice and assistance both in and out of court to Staff Judge Advocates and U.S. Attorneys during investigations and prosecutions. Work requires knowledge of criminal investigative techniques, rules of criminal procedures, laws, and precedent court decisions concerning admissibility of evidence, constitutional rights, search and seizure, and related issues.

**DUTIES:**

- Assists senior agents or performs on-the-job training in criminal investigative activities involving violations of the Uniform Code of Military Justice (UCMJ) and Titles 10 and 18 of the U.S. Code
- Knowledge of criminal laws, precedent court decisions, and federal rules of procedures that apply to cases involving crimes against the United States and possesses general knowledge of investigative techniques, principles and methods
- Ability to detect and recognize evidence of a crime, personally conduct less complex investigations accurately, thoroughly, and objectively; and report facts in a logical, concise, and understandable matter
- Ability to learn the basic knowledge required in the conduct of select specialized investigations such as narcotics operations, undercover operations, and development cases
- Ability to analyze problems, identify significant factors, gather pertinent data, and recognize solutions
- Ability to deal effectively with others to gain their confidence and cooperation and perform s duties satisfactorily under stress
- Ability to communicate effectively both orally and in writing
- Presents criminal investigative findings and reports both orally and in writing
- Manages human sources of information to aid in the development and resolution of investigative, counterintelligence, and special security matters
- Assists with liaison with local, state and federal law enforcement agencies and host nation counterparts (where applicable)

**QUALIFICATIONS REQUIRED:**

**Specialized Experience:** To qualify for the GL-1811-07 level, applicant must have one of the following:

- (1) Completion of a Bachelor’s Degree with superior academic achievement (as defined by OPM)

OR

- (2) Completion of one full year of graduate level education

OR

- (3) Full-time or part-time experience equivalent to one year of full-time specialized experience at the GS-5 level or greater.
- a. Applicant's résumé must demonstrate at least one year of specialized experience at or equivalent to the GS-05 level in the Federal service or equivalent experience in the private or public sector applying investigative or analytical fact finding methods or techniques to criminal or fraudulent activities.
  - b. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped the applicant with the particular knowledge, skills and abilities to perform the duties of the position.
  - c. Examples of qualifying specialized experience include:
    - i. Conducting routine investigations for developmental purposes
    - ii. Serving subpoenas
    - iii. Preparing affidavits
    - iv. Participation in the execution of search warrants
    - v. Seizing evidence
    - vi. Conducting interviews or interrogations
    - vii. Taking sworn statement from suspects and witnesses
    - viii. Conducting routine surveillance
    - ix. Testifying in court as a witness to event or to explain basic procedures
    - x. Preparing reports of routine investigations
    - xi. Assisting in arrests

**Specialized Training:** Completion of the Criminal Investigators Training Program (CITP) and the Basic Special Investigator Course (BSIC), or their equivalent, is required for this position. If selected, applicants who have not completed CITP and BSIC, or equivalent, will be required to attend and successfully complete both courses.

#### **DESIRED QUALIFICATIONS:**

**Education Level:** Bachelor's Degree from an accredited college or university.

#### **ADDITIONAL REQUIREMENTS:**

**Applicant Suitability Investigation:** This position requires the favorable completion of an Applicant Suitability Investigation, including a successful criminal background check, prior to an offer of employment.

**Drug Testing:** Position is designated by the Air Force as a testing designated position under the Air Force Civilian Drug Testing Program and subject to random drug testing.

**Probation:** This position is subject to a one-year probationary period during the first year of the employee's permanent federal appointment.

**Security Clearance:** This position requires a Top Secret security clearance. Favorable completion of a Single Scope Background Investigation (SSBI) is required prior to an offer of employment.

**Polygraph Examination:** Applicants are subject to counterintelligence scope polygraph examinations as determined by the command. Failure to successfully complete a polygraph examination could result in disciplinary action as determined by the command.

**Work Environment:** Employees may be assigned anywhere in the U.S. or overseas. In addition, employees may be required to work in areas of unrest or in war zones.

**Work Schedule:** Employee may be subject to work schedules in excess of 50 hours per week, as required. Employee must be available to work weekends, evenings and/or holidays. Employee may be recalled to duty.

**Firearms:** The duties of this position require the incumbent to carry a firearm. Applicants must meet initial and continuing AFOSI qualifications in the use of firearms.

**Medical, Health and Fitness Requirements:**

- Must be physically fit in order to perform strenuous and physically demanding duties
- May be required to take a series of vaccinations and immunizations
- Moderate to arduous physical exertion involving standing, walking, running
- The use of firearms
- Exposure to inclement weather or other environmental hazards
- Manual dexterity
- Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily
- Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters.
- Adequate hearing is required in order to perform duties safely and satisfactorily; hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels
- Must possess emotional and mental stability
- Any physical or mental condition that would cause the applicant to be a hazard to themselves or others is disqualifying
- Must successfully pass a pre-employment medical examination (including vision, hearing, cardiovascular and mobility of extremities) by an authorized Government physician and be determined physically able to perform duties without being a hazard to themselves or others

**BENEFITS:**

**Law Enforcement Availability Pay (LEAP):** LEAP is approved for this position to compensate employees for unscheduled duty in excess of a 40-hour workweek.

**Locality Pay:** This position is authorized locality pay based on the location of permanent assignment.

### **HOW YOU WILL BE EVALUATED:**

Upon closure of the announcement, all applications will be reviewed to ensure applicants meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based upon the information provided in your résumé and supporting documentation to determine your ability to demonstrate the following knowledge, skills and abilities/competencies:

1. Knowledge of laws, regulations, guidelines and practices governing criminal investigations
2. Ability to plan and organize work
3. Investigative techniques
4. Fact finding
5. Analytical skills
6. Interpersonal skills
7. Oral Communication
8. Written Communication
9. Formal education
10. Relevant licenses and certifications
11. Foreign language ability

### **HOW TO APPLY:**

To apply for this position, applicants must complete and submit **all** documentation specified in the Required Documents section of this announcement. If an application package is incomplete, or the applicant is not qualified for the position, the application **will not** be considered. Application information must be submitted at the non-classified level. The complete application package must be submitted by **11:59 p.m. (EST) on 19 Jan, 2015** to receive consideration.

Packages can *either* be emailed (preferred method) or mailed via the United States Postal Service (USPS).

1. Email instructions – email **complete** packages to *Steve Carmical at the following email address: [Steven.Carmical.1@us.af.mil](mailto:Steven.Carmical.1@us.af.mil)*. Please include your last name and the vacancy announcement number in the subject of your email. Example: (Jones, 01-15-DEV-01)
2. USPS instructions – send **complete** packages to: *Steve Carmical, HQ AFOSI//DPR, 27130 Telegraph Road, Quantico, VA 22134*. If mailing via the USPS, must be postmarked no later than *19 Jan 15*. Additionally, applicants should ensure they telephonically contact *Steve Carmical at 571-305-8127* to advise they have submitted a package via the USPS.

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Selection will be made on merit without regard to race, color, religion, sex, national origin, marital status, physical handicap, political affiliation, sexual orientation or other non-merit factor. The Department of the Air Force is an Equal Opportunity Employer.  
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**REQUIRED DOCUMENTS (ALL applicants must provide):**

1. **Cover sheet** - Refer to page 9 of this announcement for instructions and résumé template format.
2. **Résumé** - Applicants *must* follow the required résumé format provided within this announcement when submitting their résumé. Refer to pages 9-10 of this announcement for instructions and résumé template format.
3. **Optional Form 306, Declaration for Federal Employment** - OF 306 can be obtained at: [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)
4. **AFOSI Agency Questionnaire** – Refer to attached PDF file for the AFOSI Agency Questionnaire. Applicants must complete this form and turn it in with their application.

**OTHER DOCUMENTS – REQUIRED if applicable to you (i.e. college graduates must provide college transcripts, government employees must provide SF-50, veterans must provide 214, etc.)**

1. **College Transcripts** – Applicants using education to meet all or part of the qualification requirements must submit a copy of their transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours and grade/degree earned). Unofficial transcripts are accepted at the time of application. Official transcripts will be required prior to final appointment.
2. **DD Form 214, Certificate of Release or Discharge from Active Duty** – Veterans Preference applicants must provide: DD-214, "Certificate of Release or Discharge from Active Duty, "showing all dates of service, as well as character of service (Honorable, General, etc.). Prior to an offer of employment, applicants will be required to provide Copy 4 of the DD-214 reflecting an honorable discharge. If using service in the Reserve component to qualify for this position, applicant will be required to provide an official, signed point summary.
3. **Standard Form 15 (SF-15), Application for 10-Point Veteran Preference** – Prior to an offer of employment, applicants claiming Veterans' Preference will be required to provide a SF-15 along with a letter from the Department of Veterans' Affairs dated within 12 months of the application due date reflecting their percentage of disability.
4. **Certifications/Licenses** – Applicants must provide copies of relevant certificates and professional licenses at the time they submit their application in order to have them considered during the assessment process. Certifications and licenses will be verified

prior to final appointment. You do not need to send certificates for every formal training class you have attended, only those tied to certifications/licenses.

5. **Standard Form 50 (SF-50), Notification of Personnel Action** – Current and former federal civil service employees must submit a copy of their most recent SF-50.
6. **Proof of Projected Separation/Retirement** – Applicants who are currently in active duty status with any branch of the military must provide proof of projected separation/retirement at the time of application. Proof can be in the form of retirement/separation orders or a letter from the servicing military personnel office stating eligibility to separate or retire.
7. **Mobilization Orders** – Applicants mobilized while on active duty during the announcement period may apply after the closing date if an inventory of eligible still exists; applicants must attach a copy of their mobilization orders.

**Required Cover Sheet:** Applicants must follow the template below when preparing their cover sheet.

**Announcement Number**  
**Full Name**  
**Complete Mailing Address**  
**Day Phone Number(s)**  
**Evening Phone Number(s)**  
**Email Address**  
**Social Security Number (last 4 digits *only*)**  
**Date of Birth**  
**Highest Degree Held**  
**Month/Year Degree Awarded**  
**Foreign Language Skill Level (use ILR scale at link below to rate your skill level)**  
**Veterans' Preference Status**  
**Country of Citizenship**

**Date and Signature**

----- **RÉSUMÉ FORMAT** -----

**Instructions for résumé format:**

1. Applicants **MUST** follow the template provided on page 10 of this announcement
2. Information on the résumé must be presented in the same order outlined on the résumé template, beginning with Employment History and ending with Veteran's Preference
3. Use only the headers provided in the sample résumé template
4. If a header does not apply to you, list it in your résumé along with N/A
5. Length – no more than four pages
6. Font – Times New Roman
7. Font Size – 12
8. Margins set to 1" all around

**Required Résumé Template:** Applicants must follow the template below when preparing their résumé.

**FULL NAME  
ADDRESS  
DAYTIME PHONE  
EMAIL**

**EMPLOYMENT HISTORY:**

Agency/company name, address, hours worked per week, dates of employment; salary, job title, responsibilities to include level of autonomy and complexity of work, supervisor's name, supervisor's current phone number, and series/grade, if applicable. Additionally, indicate if we may contact your current and previous supervisors.

**EDUCATION:**

School(s) name, school address, degree earned, date awarded, cumulative GPA  
Non-degree studies: School(s) name, location, major field of study, cumulative GPA, undergraduate/graduate credit hours earned

**SIGNIFICANT ACCOMPLISHMENTS:**

**HONORS/AWARDS:**

**JOB RELATED CERTIFICATIONS / LICENSURE:**

**JOB RELATED PROFESSIONAL TRAINING:**

**LANGUAGE SKILLS:**

To assess proficiency level, refer to the Interagency Language Roundtable (ILR), ILR Speaking Skill Scale at: <http://www.govtilr.org/skills/ILRscale2.htm> . List language(s) and proficiency level(s) for speaking only. Example: Spanish-Latin American, speaking = 1+ and French, speaking = 2+. If applicable, provide Defense Language Institute (DLI) scores and certificates.

**EXTRACURRICULAR / VOLUNTEER ACTIVITIES:**

**AFFILIATIONS:**

**VETERAN'S PREFERENCE:** Include branch of service, dates of military service and reason for discharge.